

Check with the local zoning inspector or Planning Commission for lot specifications prior to completing the survey. *Both the split and remainder must fulfill local zoning requirements.*

- Survey work must comply with Lake County Transfer and Conveyance Standards and Ohio Administrative Code Section 4733-37 (contact Lake County Tax Map with questions-350.2501).

- Drawings must include all information as listed on pg. 3 of application.

- The Lake County Tax Map Office will perform a **pre-review** of surveys. Should you have survey work completed prior to other necessary paperwork, LCPC staff recommends this step to identify potential survey errors early in the property division process.

- Staff reserves the right to require surveys of residual parcels to ensure compliance with the local zoning resolution.

Common deed types include:

- Quit Claim
- Warranty
- Joint and Survivorship

On *Property Line Adjustments* and *Acreage Transfers*, all deeds must have the following:

*"It is expressly understood the above described parcel of land will be attached and become apart of continuous parcel # \_\_\_\_\_."*

#### LCPC Fees \*2010:

\$100

\*Fees subject to yearly change:  
Contact the Planning Commission to verify cost.

Please call the Lake County Planning Commission with questions or concerns during this process. Early correspondence between the applicant and our staff can save considerable time in the long run.

P: 440.350.2740

F: 440.350.2606

[planning@lakecountyohio.org](mailto:planning@lakecountyohio.org)

[lakecountyohio.gov/planningcommission](http://lakecountyohio.gov/planningcommission)

**1. Obtain survey and legal description of proposed property division.**

**2. Prepare Deeds transforming property from grantor to grantee.**

**3. Complete the Property Division Application**

**4. Planning Commission Approval:**

Provide staff with:

- Completed application (including notary)
- Survey & legal description.
- Deed(s)
- Copy of variances (if applicable)
- Fee

*Staff has 7 working days to approve or disapprove the completed application.*

**5. Lake County Engineer Approval (tax map):**

Tax map will review survey for compliance with the Transfer and Conveyance Standards.

**6. Lake County Auditor Approval:**

Approve deeds transferring property from *grantor* to *grantee*.

**7. Lake County Recorder:**

Officially records the transaction into County records.

**SPLIT COMPLETE**

**3a. Valid application will include completed "Lake County Planning Commission and Lake County Department of Utilities Sewer and Water Availability Notice." \***

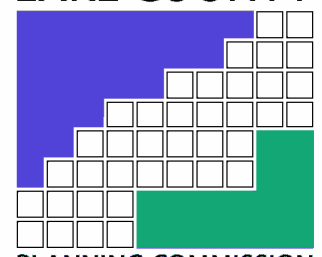
**OR**

**3b. If sanitary sewer is not available (as determined by the LCDU) and the proposed split is less than 20 acres, the applicant is required to obtain a **Sewage System Site Evaluation** by the Lake County General Health District.**

\*The applicant can have this form completed prior to submitting the application to the Lake County Planning Commission. If not the Planning Commission, will fax the form to the Utilities Department.

**The approval process at the Planning Commission will cease until either 3a or 3b has been submitted with the completed application.**

**LAKE COUNTY**



**PLANNING COMMISSION**